

**LINCOLN-WAY AREA SPECIAL EDUCATION  
Joint Agreement District 843**

**MINUTES**

**Regular Meeting, October 20, 2011**

Minutes of the regular meeting of the Board of Special Education, Will County, Illinois, held at Pioneer Grove Educational Center, 601 Willow Street, Frankfort, IL 60423, at 7:00 p.m. on the 20th day October 2011.

I. CALL TO ORDER

The meeting was called to order by President Katherine Moore at 7:00 p.m.

II. ROLL CALL

Present: Timothy Doyle (District #114), James Gast (District #210), Deborah Kedzior (District #122) substituting for Susan Gillooley , Mary Kenny (District #161), Katherine Moore (District #159) , Mike Turner (District #157C) substituting for Patrick Usher.

**Mrs. Mary Kenny was appointed Secretary Pro Tem.**

Staff Present: Dr. Sally H. Bintz, Director  
Craig Englert, Assistant Director for Finance and Operations  
Cheryl Della Penna, Administrative Assistant  
David Armbrecht, District 843 Transportation Supervisor  
DiAnne Bielinski, Pioneer Grove Principal  
Mollie Frick, supervisor  
Debra Heffernan, Mackay Center Principal  
Robin Latman, supervisor  
Sue Murphy, speech pathologist  
Sue Kaczmarczyk, supervisor  
Holly Kasper, Lincoln-Way Area Special Education Association  
Jill Punter, vision itinerant  
Sarah Rexroad, supervisor  
Eileen Parente, supervisor  
Toni Strait, Lincoln-Way Area Special Education Association  
Karen Wingfield, teacher

Visitors Present: Kenneth Buck

III. APPROVAL OF MINUTES OF REGULAR MEETING AND CLOSED SESSION OF SEPTEMBER 15, 2011

***A motion was made by Timothy Doyle and seconded by Deborah Kedzior to approve the minutes of the Regular and Closed Session Meetings of September 15, 2011.***

***Voting Aye: Doyle, Gast, Kedzior, Kenny, Moore, Turner***

***Motion carried: 6 Aye, 0 Nay***

IV. PUBLIC COMMENT

Mr. Ken Buck, President of PLASE, was present to provide an update about the meeting activities and speakers scheduled for the school year. He indicated there are five general meetings held throughout the year and that the next meeting is scheduled for November 8. Mr. Buck reported that PLASE has partnered with the Parent Advisory Council to secure speakers for the Parent University scheduled in November. Mr. Buck expressed his appreciation to the District 843 staff for their support throughout the year. Dr. Bintz thanked Mr. Buck for his leadership on the PLASE Advisory Council over the past years.

Recognition of Retiree

Dr. Bintz announced that Mr. Jay Parsons, bus driver, will be retiring on October 28, 2011 after eight years of service with the Cooperative. A tree will be planted in his name on the grounds of Pioneer Grove Education Center to honor his service.

V. REPORTS

A. Treasurer's Report – Financial and Payables

Mr. Englert reviewed the Treasurer's Report with the Governing Board.

B. Review of Advisory Committee Minutes

Dr. Bintz reviewed the minutes from the October 11, 2011 Advisory Meeting.

C. Director's Report

1. *Foundation*

Dr. Bintz reported that at the October 8 meeting, the members considered the grant application requests. There were ten applications submitted and the Foundation members gave thoughtful consideration to all of the requests. Five grants were announced. The recipients include:

<u>Recipient</u>	<u>Program</u>
Kim Crafton	STEP Classes
Holly Kasper and Pam Pedziwiatr	Multi-Needs III
Michael Mazza	SELF Classes and Mackay
Carol Pettay	Adaptive Instruction, SELF Classes, and Specialized Instruction
Karen Wingfield	Early Childhood

It was also announced that the Foundation will present the second fundraiser event on March 31, 2012 at Hickory Creek School.

2. *Parent Advisory Council*

Dr. Bintz reported that the Parent Advisory Council will sponsor the second Parent University on November 5, 2011.

3. *Interim Financial Report*

Mr. Englert reviewed the interim financial report.

4. *Five Year Building Plan Review*

Dr. Bintz provided a background on the Five Year Building Plan that was previously discussed with the Advisory Committee. At this time Mr. Englert highlighted several items recommended for action that were critical for the function and safety of the buildings located in the Cooperative. Discussion took place among the Board Members. Dr. Bintz stated that she was not seeking action from the Board this evening but rather was looking for discussion and a recommendation for designated work items in order to generate a budget for the next school year. Dr. Bintz will take the plan back to the Advisory Committee in November for further discussion so that a recommendation can be brought back to the Governing Board for a decision in December.

5. *Aligned School Calendars*

Dr. Bintz reported that discussion took place with the Advisory Committee about the districts' school calendars. The superintendents had a dialogue about the challenges of aligning all six member districts' calendars.

6. *MIS Building Plan Proposal*

Dr. Bintz provided information regarding recent discussions she had with Superintendent Stein from District 159 with regard to a long term vision for the Cooperative programs. The subject of the discussions surrounded a draft proposal for the Cooperative to use Mokena Intermediate School should that facility become available. Dr. Bintz reported that a need for classroom space would be driven by the return of students with behavioral and emotional disabilities back to the

local districts and continued growth of enrollment at Pioneer Grove. Discussion took place about the available space at Pioneer Grove and the potential need for a long term vision to address the classroom space requirements. Dr. Bintz will revisit this topic with the Advisory Committee and report back to the Governing Board.

7. *Program Reconciliation*

Mr. Englert provided the Governing Board with a summary of their individual district 2010-2011 program reconciliation.

D. Principals' Reports

Pioneer Grove Educational Center

DiAnne Bielinski reported that this is the first year at Pioneer Grove where the students are participating in an art class as a result of the extended school day. The class is a green program, using all recycled items. The Parent School Organization hosted a pizza family party where there were approximately 50 students and parents in attendance. A sensory night will take place on November 10 for students and parents. The students began their swimming activities at Lincoln-Way East. Appreciation was expressed for Lincoln-Way East's accommodations of the Pioneer Grove students.

Dr. Bintz informed the Governing Board that the first quarterly dance occurred at Pioneer Grove on September 28, 2011 for students in grades 7 to 12 in the elementary and high school Adapted Instruction, SCII, and out of district placements. She thanked Supervisor Sarah Rexroad and Mrs. Bielinski and the staff volunteers for their time in organizing this event.

Mackay Education Center

Debbie Heffernan reported that at the end of the first quarter there were eleven students on the honor roll. Parent/Teacher conferences will take place in November.

VI. APPROVAL OF THE CONSENT AGENDA

***Acting on the recommendation of the Director, Timothy Doyle moved, seconded by Mary Kenny, for the Governing Board to ratify the Consent Agenda as follows:***

A. Approval of Current Payables

Current payables were presented for review in each respective fund.

B. Approval of Financial Statement

Mr. Englert provided verbal Information regarding the Financial Statement for the month of September 2011 and investments through October 20, 2011.

C. Approval of Personnel Items as Listed:

1. Resignation

*Keith Elias*, paraprofessional, effective September 23, 2011.

*Melissa Ferguson*, bus monitor, effective October 4, 2011.

*Karen Grady*, teacher, effective October 7, 2011.

2. Employment

**Certified**

*Emily Eichelkraut*, teacher at Mackay Education Center, effective October 13, 2011.

*Lauren Parente*, workshop presenter – Transition Academy, effective October 20, 2011.

**Non-Certified Staff**

*Britni Anema*, student office help, effective September 8, 2011.

*Jacqueline Galligan*, bus monitor, effective September 12, 2011.

*Katherine Hopkins*, paraprofessional, effective September 26, 2011.

*Patricia Hunt*, bus driver, effective September 15, 2011.

*Janet Jones*, bus monitor, effective October 3, 2011.

*Jean Kilmartin*, paraprofessional, effective September 16, 2011.

*Patsy Klimczak*, bus driver, effective September 8, 2011.

*Joan Pelini*, bus driver, effective September 19, 2011.

*Lourdes Sanchez*, bus driver, effective September 29, 2011.  
*Florence Schneider*, paraprofessional, effective September 26, 2011.  
*Luke Thrall*, paraprofessional, effective September 29, 2011.

- D. 2010-2011 Annual Audit and Recommendations
- E. FMLA Requests
  - Employee 5748* to begin September 21, 2011
  - Employee 7678* to begin August 29, 2011
  - Employee 5805* to begin September 21, 2011
  - Employee 9038* to begin October 5, 2011
  - Employee 4542* to begin January 17, 2012
- F. FOIA Request
  - None were received.

**CONSENT VOTE:**

**Voting Aye:** Doyle, Gast, Kedzior, Kenny, Moore, Turner  
**Motion carried:** 6 Aye, 0 Nay

- ▶ Mr. James Gast left the meeting at 8:02 p.m.

VII. ACTION ITEMS

- A. New STEP Class at MIS
  - A motion was made by Timothy Doyle and seconded by Mary Kenny to approve the recommended STEP Class at Mokena Intermediate School.***
  - Voting Aye: Doyle, Kedzior, Kenny, Moore, Turner***
  - Motion carried: 5 Aye, 0 Nay***
- B. Establish Petty Cash Fund at Transition House
  - A motion was made by Deborah Kedzior and seconded by Mary Kenny to approve establishing a petty cash fund in the amount of \$100.00 at the Transition House.***
  - Voting Aye: Doyle, Kedzior, Kenny, Moore, Turner***
  - Motion carried: 5 Aye, 0 Nay***

VIII. CLOSED SESSION

***A motion was made by Mary Kenny and seconded by Deborah Kedzior to move to closed session at 8:06 p.m. for the purpose of discussing:***

- A. The appointment, employment, discipline, performance, or dismissal of specific employees of the Cooperative.
  - B. Potential Litigation
- Voting Aye: Doyle, Kedzior, Kenny, Moore, Turner***  
***Motion carried: 5 Aye, 0 Nay***

OPEN SESSION

***A motion was made by Timothy Doyle and seconded by Deborah Kedzior to return to open session at 8:27 p.m. On voice vote the motion carried.***

IX. INFORMATION ITEMS AND ANNOUNCEMENTS

The next regular meeting of the Board of Special Education will be held at 7:00 p.m. on November 17, 2011 at the Administrative Center, Frankfort, IL.

X. ADJOURNMENT

A motion was made by Mary Kenny and seconded by Deborah Kedzior that the meeting be adjourned. All members voted Aye. Motion carried. President Moore declared the meeting adjourned at 8:29 p.m.

Respectfully submitted,  
Cheryl A. Della Penna,  
Administrative Assistant

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President

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Secretary